



Medical

URINALYSIS PROGRAM

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This instruction implements AFD 44-1, *Medical Operations*; Department of Defense Directive (DoDD) 1010.1, *Military Personnel Drug Abuse Testing Program*, 9 December 1994; DoD Instruction (DoDI) 1010.16, *Technical Procedures for the Military Personnel Drug Abuse Testing Program*; AFI 44-120, *Drug Abuse Testing Program*; and AFI 44-121, *Alcohol and Drug Abuse Prevention and Treatment (ADAPT) Program*. This instruction establishes policies and procedures for the organization of the Andersen Air Force Base Cross-Functional Oversight Committee (CFOC) and delineates the responsibilities of the various CFOC members. This instruction also sets forth policies and procedures for the collection, packaging, documentation, shipment, and reporting of urine specimens procured via any authorized method of collecting such samples, where those policies and procedures are specific to Andersen Air Force Base. This instruction applies to all active duty personnel assigned or attached to Andersen Air Force Base. This instruction is a punitive instruction; military personnel who fail to comply with this instruction may subject themselves to disciplinary action under Article 92 of the Uniform Code of Military Justice. It also requires the collection and or maintenance of information protected by the Privacy Act of 1974, 5 USC 552(a), Health Insurance Portability and Accountability Act, Public Law 104-191, and DoD Directive 6025.18, DoD Health Information Privacy Regulation.

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1. Policy. The urinalysis program is Andersen Air Force Base's primary deterrent to drug and substance abuse by military members. The goals of the program are to enhance the morale, welfare, health, and readiness of personnel assigned or attached to Andersen Air Force Base by providing a means to identify persons who need treatment and rehabilitative services, by collecting data on the prevalence of drug abuse, and by developing evidence to support administrative or disciplinary actions under the Uniform Code of Military Justice when appropriate. This program supports the Commander's policy of eradicating drug abuse on Andersen Air Force Base.

2. The Andersen Air Force Base Cross-Functional Oversight Committee (CFOC)— The CFOC is a cross-functional oversight committee organized to monitor and ensure the proper operation of the drug abuse testing program for the Wing Commander so that all drug testing and collection is conducted in accordance with Air Force policy and directives.

2.1. Overall Responsibilities of the CFOC

2.1.1. The CFOC shall meet at least quarterly.

2.1.2. The CFOC shall manage specimen allocations to ensure that the HQ PACAF/SG-assigned monthly quotas are met.

2.1.3. The CFOC shall collect and disseminate information on drug test result trends, local drug threats, and educational information on the drug testing program to appropriate audiences.

2.2. CFOC Membership - The CFOC shall consist of, at a minimum, the members required by AFI 44-120, paragraph 4.7.1.3: AFOSI, SJA, SFS, a representative from the First Sergeants' council, a squadron commander, the ADAPT program manager, the Demand Reduction Program Manager (DRPM), and others as deemed appropriate by the installation commander. At Andersen, the Drug Testing Program Administrative Manager (DTPAM) and the OIC, Life Skills Support Clinic, also sit as members of the CFOC. The 36 ABW/CC appoints the first sergeants' representative and the squadron commander. If the wing commander chooses, the squadron commander's slot will be filled on a rotating basis to expose the greatest number of squadron commanders to the drug-testing program. The duties set forth below supplement the specific responsibilities set forth in AFI 44-120.

2.2.1. *Medical Treatment Facility (MTF) commander/36th Medical Group Commander (36 MDG/CC).*

2.2.1.1. Serves as the chairperson of the CFOC and is responsible for oversight of the Andersen AFB drug testing program.

2.2.1.2. Keeps the Wing Commander up to date on the status of the drug testing program.

2.2.1.3. Appoints, in writing, the DRPM, DTPAM, and the Medical Review Officer (MRO), a representative from the First Sergeants' Council and alternates to each. Ensures that each appointee has the requisite qualifications for the positions as those qualifications are set forth in AFIs 44-120 and 44-121.

2.2.1.4. Has the specific authority to assign tasks to CFOC members for the accomplishment of CFOC responsibilities. Has also been delegated authority to act on behalf of the wing commander in tasking other members of the 36 ABW to support the drug-testing program (e.g., acting as observers for unit sweeps).

2.2.2. *Demand Reduction Program Manager (DRPM).*

2.2.2.1. This individual will fulfill the responsibilities of the DRPM as set forth in AFI 44-120, paragraph 4.7.4.

2.2.2.2. The DRPM must familiarize himself or herself with the specific procedures used in the urine specimen collection procedure, including the procedures for selecting individuals for testing, collecting urine specimens, temporarily storing specimens, shipping specimens to an authorized drug testing laboratory, receiving positive drug results from the testing laboratory, and properly reporting those positive results.

2.2.2.3. Responsible for notifying the MRO after receiving a positive test result from the drug testing laboratory and ensuring that the MRO reviews the member's pharmaceutical and patient records within 24 hours to verify whether the member has been prescribed medication that have resulted in positive drug test results.

2.2.2.4. Responsible for notifying AFOSI, JA, the ADAPT NCOIC and the member's commander of positive urinalysis test results, whether or not the member is still assigned or attached to Andersen AFB, IAW [Attachment 4](#). The notification must be made within 24 hours of the MRO's report that the medical records reveal no authorized basis for a positive drug test. If the member has PCS'd, then the DRPM will notify his/her counterpart at the gaining unit.

2.2.2.5. Serves as coordinator for all CFOC meetings. As such, he or she sets, with the concurrence of the 36 MDG/CC, the agenda for the meetings and distributes the minutes of CFOC meetings to other CFOC members for coordination and concurrence.

2.2.2.6. Responsible for maintaining the Air Force Drug Testing Program (AFDTP) software on Andersen AFB. The AFDTP is the program by which military members assigned to Andersen AFB are selected to provide urine specimens. The DRPM is further responsible for monitoring this program to ensure that all military members assigned to units governed by this Operating Instruction are subject to inspection testing regardless of rank, status, or position.

2.2.2.7. Responsible for notifying unit trusted agents or first sergeants of the members from those respective units who have been selected for drug testing. Specific guidance as to the selection and notification procedures are set forth in paragraph [4](#) below.

2.2.2.8. Maintains the AFDTP database by obtaining a current personnel roster of all members assigned to Andersen AFB from Personnel Systems Management (36 MSS/DPMD) twice each month and using that information to update the AFDTP database. "All members assigned to Andersen AFB" includes 36th Air Base Wing personnel, 13th Air Force personnel, members of tenant organizations, detachments, and the geographically separated units in Singapore and Australia.

2.2.2.9. Responsible for ensuring all members assigned to Andersen AFB when selected for drug testing and who are not on temporary duty or on official leave status, actually provide urine specimens. For any members selected for drug testing while they are TDY or on leave, but not transferring or retiring, the DRPM will determine the date on which the member will return from the TDY or leave and enter that date into the AFDTP software so that the selected member will be required to provide a urine specimen upon his or her return. The DRPM is further responsible for notifying member's unit commander, 36 ABW/JA, and AFOSI Det 602, if a member fails to report as ordered to provide a urine specimen. Members are only required to provide one sample on their return date; i.e., if the member is *also* randomly selected to pro-

vide a sample on the date of return and thus his/her name is listed twice on the selection list, he/she need only provide one sample.

2.2.2.10. Responsible for creating and maintaining an equitable detail roster for selecting drug testing observers from all units affected by this Operating Instruction. The DRPM will provide this roster to all units on a quarterly basis. The DRPM is further responsible for notifying an observer's unit commander if a detailed observer fails to report or to perform the duties of observer as detailed. The DRPM will provide the units with the sample observer notification memo ([Attachment 1](#)) and the observer briefing ([Attachment 2](#)) for use in selecting and notifying observers.

2.2.2.11. Along with 36 ABW/JA ,responsible for providing annual training to all first sergeants and commanders in various aspects of the Andersen AFB drug testing program, including the process for selecting members to be tested, the criteria for selecting observers, procedures the observers must follow, the importance of ensuring that members selected either to give urine specimens or to serve as observers carry out their assigned duties, and the importance of taking appropriate corrective action when members selected to give samples or to serve as observers fail to follow out their assigned duties.

2.2.2.12. Responsible for training appointed trusted agents as to their duties.

2.2.2.13. Responsible for outreach activities aimed at non-active duty populations (i.e., dependents, retirees, and school-age children) and include programs such as Red Ribbon. Drug Reduction personnel may assist ADAPT staff in prevention and education activities with active duty personnel if it does not interfere with completion of drug testing program requirements.

2.2.2.14. Responsible for participating in the planning and execution of any special testing such as commander requested drug screening sweeps, random urinalysis drug testing at installation entry points (Gates) and other mass testing sweep for purposes delineated in Military Rule of Evidence 313.

2.2.2.15. Responsible for ensuring up-to-date membership on the CFOC (e.g., rotation among the squadron commander's or replacement of a member due to PCS, separation, etc.)

2.2.2.16. Each of these responsibilities can be carried out by the alternate DRPM in the absence of the DRPM.

2.2.3. ***Drug Testing Program Administrative Manager (DTPAM)***. DoDI 1010.16 refers to this individual as the "urinalysis coordinator."

2.2.3.1. Responsible for ensuring Andersen AFB urine collection, packaging, temporary storage of specimens, and shipment of specimens comply with current DoD and USAF policies and procedures (*see* DoDI 1010.16 and AFI 44-120, paragraph 4.7.5.2).

2.2.3.2. Responsible for readying the drug testing facility for collection of urine specimens as set forth in paragraph [5.2](#). below.

2.2.3.3. Responsible for ensuring all urine specimen collection at the Andersen AFB Clinic complies with current DoD and USAF policies and procedures (*see* DoDI 1010.16 and AFI 44-120, paragraph 5.3).

2.2.3.4. Responsible for training all laboratory technicians in the proper procedures for urine

specimen collection as those procedures are set forth in DoDI 1010.16 and AFI 44-120.

2.2.3.5. Responsible for participating in the planning and execution of any special testing such as commander requested drug screening sweeps, random urinalysis drug testing at installation entry points (Gates) and other mass testing sweep for purposes delineated in Military Rule of Evidence 313.

2.2.3.6. Each of these responsibilities can be carried out by the alternate DTPAM in the absence of, or at the direction of, the DTPAM.

2.2.4. ***OIC and/or NCOIC of ADAPT.*** Responsible for advising the CFOC on new policies and procedures that affect the CFOC's activities and assisting the DRPM in outreach, education, and prevention activities.

2.2.5. ***Squadron Commander's Representative.*** The squadron commander's position fulfills two purposes: to expose squadron commanders to the workings of the CFOC and the drug-testing program and to provide input from the "users" and "customers" of the drug-testing program. The wing commander may choose to appoint a permanent representative or he may choose to rotate this position among the groups. If he chooses to rotate the positions, then the group commanders will be responsible for assigning their subordinate commanders to attend. The schedule will be as follows: 1st two quarters of the year—MSG; 3rd quarter- MXG and OSS; 4th quarter—MDG. The DRPM is responsible for ensuring that the commanders are selected and notified of their selection for attendance.

2.2.6. ***First Sergeants' Council Representative.*** The first sergeant's representative serves as principal liaison between the CFOC and the first sergeant's council. He or she is responsible for keeping the first sergeant's council apprised of new developments in the area of drug testing that will affect units, observer procedures, responsibilities of members selected for testing, or trusted agents.

2.2.7. ***Air Force Office of Special Investigations (AFOSI) Representative.***

2.2.7.1. Responsible for assessing and keeping the CFOC apprised of the local drug threat affecting Andersen Air Force Base by providing a threat briefing at least quarterly.

2.2.7.2. If a member whose sample is reported as positive has departed Andersen AFB pursuant to a change of duty station, AFOSI Det 602 will notify the AFOSI detachment or other military investigative body at the member's new location

2.2.7.3. Responsible for participating in the planning and execution of any special testing such as commander requested drug screening sweeps, random urinalysis drug testing at installation entry points (Gates) and other mass testing sweep for purposes delineated in Military Rule of Evidence 313.

2.2.8. ***Legal Office Representative.***

2.2.8.1. Responsible for providing legal counsel to ensure all activities of the CFOC comply with statutory and regulatory directives.

2.2.8.2. Responsible for conducting quarterly inspections of the Andersen Air Force Base drug testing program. This includes a review of all procedures used for the selection of members for testing, readying of the drug testing facility for urine specimen collection, collection, temporary storage of urine specimens awaiting shipment, packaging of urine specimens, ship-

ping of urine specimens, and reporting of positive results.

2.2.8.3. Advises commanders and investigators on conducting drug testing, whether it be unit inspections, probable cause authorizations, consent, or commander-directed. Ensures commanders refer members for a urinalysis within 24 hours of an alcohol-related incident of misconduct.

2.2.8.4. Follows up on unit corrective action for all “failure to comply” notifications.

2.2.8.5. Responsible for participating in the planning and execution of any special testing such as commander requested drug screening sweeps, random urinalysis drug testing at installation entry points (Gates) and other mass testing sweep for purposes delineated in Military Rule of Evidence 313.

3. Unit Responsibilities.

3.1. Trusted Agents. Unit commanders must appoint, in writing, a primary and alternate trusted agent for receiving drug testing information and for notifying unit members who have been selected to provide urine specimens. All trusted agents and alternates must meet the criteria set forth in AFI 44-120, paragraph 4.7.9. Additionally, trusted agents must:

3.1.1. Be a Senior Airman or above.

3.1.2. Attend trusted agent training given by the DRPM.

3.2. Drug Testing Observers. Unit commanders must select, as requested by the DRPM, observers. Observers will be tasked with watching members provide urine specimens for all drug tests that occur within their tasking week—random or inspection. They may be tasked on weekends with short notice. Observers must meet the criteria in AFI 44-120, paragraph 4.7.6.7. To ensure that observers meet the AFI’s criteria, commanders will not only provide the observer with an advance copy of the observer briefing (**Attachment 2**), they will ensure that the potential observer is *asked* if he or she has *ever had* any Article 15, LOR or similar administrative action for dishonesty, fraud, or drug abuse. If there are any questions about whether a past Article 15 is disqualifying, the commander must consult with the DRPM and JA. Additionally, observers must:

3.2.1. Be of the gender requested by the DRPM;

3.2.2. Not be within 60 days of PCS;

3.2.3. Must report to the drug testing facility no later than 15 minutes prior to the start of the drug test to receive and sign acknowledgment of a briefing on his or her duties. To ensure that observers are aware of these requires, commanders will use the observer notification memo at **Attachment 1**.

3.3. Unit commanders must take appropriate disciplinary action in cases when the DRPM notifies the unit commander that a member failed to comply with the specific direction of the order to provide a urine specimen or where a commander’s detailed observer failed to perform his or her assigned duties satisfactorily.

3.4. Unit personnel, including unit commanders and first sergeants, are not authorized to excuse anyone selected for drug testing from providing a urine specimen.

3.5. In accordance with AFI 44-121, paragraph 3.8.3, and AFI 44-120, paragraph 4.7.1.4.7, unit commanders are *required* to direct drug testing within 24 hours of known or suspected incidents of drug abuse, suspected alcohol-related incidents of misconduct, episodes of aberrant or bizarre behavior, destruction of government or personal property, failures to obey orders, persistent deterioration of duty performance. Commanders are also encouraged to ensure that blood alcohol tests (BAT) are taken as soon after the incident as possible to determine the level and intensity of alcohol involvement. Prior to directing that a drug test be conducted, the unit commander must coordinate with a Judge Advocate.

3.6. If a drug test is required under paragraph 3.5.,

3.6.1. *First*, the member should be asked for his or her consent to the drug test. If the member consents, the preferred method for documenting the consent is the use of an AF Form 1364, *Consent for Search and Seizure*.

3.6.2. If the member does not consent to the drug test, then a determination as to whether probable cause exists to seize urine or blood samples from the member must be made. If probable cause does exist, a search authorization should be obtained from the search magistrate through coordination with JA.

3.6.3. If consent is not given and probable cause does not exist, then the commander of the member should direct the member to provide urine and/or blood samples for testing. Evidence collected pursuant to such commander-directed tests cannot be used against a member in nonjudicial punishment or court-martial proceedings or to characterize an administrative discharge. Therefore, this option should only be used as a last resort and never without first consulting with JA.

4. Selection of Members for Random Drug Testing.

4.1. Random Urinalysis

4.1.1. The DRPM is responsible for selecting members for the random urinalysis testing program using the AFDTP software program.

4.1.2. Once members are selected, the DRPM prepares packages for unit trusted agents whose members have been selected for drug testing. Those packages include: A written order from 13 AF/CC or CV, 36 ABW/CC or 734 AMS/CC, as appropriate; the list of members selected from the particular unit; and instructions for the test which also state the test time and location.

4.1.2.1. The written order from the commanders should follow the format of **Attachment 3**.

4.1.3. Only commanders, first sergeants or appointed trusted agents may receive urinalysis packages. They may pick up the package from the Life Skills Support clinic or have it faxed to them. If the information is faxed, the trusted agent must call to request the fax, stand by the fax machine, sign a fax receipt, and fax the receipt back to the DRPM immediately upon receiving the material.

4.1.4. The trusted agents must then, no more than one hour prior to the time scheduled for the drug test, notify the individual members selected for the test. The trusted agents must make a copy of the written order for each selected member, indicate the date and time the member is notified of the test by the trusted agent, have the member sign the order, keep a copy for the unit, and have the member hand-carry the notification memo to the testing facility at the time specified.

4.1.5. Members must present their military ID card as well as the notification memo to the collection personnel before submitting a urinalysis sample. If members do not have their military ID in their possession, collection personnel have the discretion to accept another form of photo identification (e.g., a *valid* driver's license). If the member lacks any form of photo ID, then the unit will be notified and required to provide an escort to accompany the member to his/her home to retrieve his/her military ID. Once members have reported for drug testing, they will not be allowed to leave the facility until they've submitted an adequate sample.

5. Drug Testing Facility - The Andersen AFB drug testing facility is geographically detached from the Andersen Clinic.

5.1. Facility Requirements - As a minimum, the facility must have separate latrine facilities for men and women and sufficient room to keep members who have inprocessed but not yet been tested separate from those who are waiting to return their bottles. The facility must also be arranged so that access to the latrines used for urine collection can be controlled.

5.2. Facility Preparation - The DTPAM or their respective alternates shall prepare the drug testing facility before the time the test is to begin. They must personally inspect the latrines to ensure they are clean and free of trash prior to the start of testing.

5.3. Supplies - The DTPAM or alternate will ensure that the drug testing facility is adequately stocked with labels, specimen collection bottles, and tamper resistant tape. The DTPAM or alternate will ensure that these supplies are either kept in locked storage or under constant supervision throughout the course of the testing.

6. Collecting Specimens at Andersen Clinic

6.1. All urine specimen collection done at the Andersen Air Force Base Clinic must be performed by the DTPAM, the alternate DTPAM, or by a laboratory technician specifically trained by the DTPAM or alternate DTPAM in the DoD and USAF procedures for specimen collection.

6.2. After-hours specimen collection - All such specimen collection will be performed by the DTPAM, the alternate DTPAM, or by the on-call laboratory technician, provided the on-call laboratory technician has been specifically trained by the DTPAM or alternate DTPAM in the DoD and USAF procedures for specimen collection.

6.2.1. Temporary storage of urine specimens collected after-hours - The individual must secure the specimen in a secure location, accessible only to the on-call technician, the DTPAM or alternate DTPAM, and the DRPM. The DTPAM or alternate DTPAM must package the specimen for shipment and ship the specimen IAW AFI 44-120.

7. Commander Requested Drug Screening Sweeps

7.1. General Information.

7.1.1. Only Wing, Group, and Squadron Commanders with command authority (i.e. G-Series orders) are authorized to request drug screening sweeps of individuals under their command.

7.1.2. Commanders should request drug screening sweeps only for unit health and morale purposes, to maintain good order and discipline, to maximize the deterrent effect of the urinalysis program, or when there is reason to believe there is a drug-related problem within their respective

jurisdiction. Drug screening sweeps should not be used because a commander believes a particular individual or individuals are using drugs.

7.1.3. Commanders will coordinate with 36 ABW/JA before making a request for a drug screening sweep to the Demand Reduction Program Manager (DRPM) or Drug Testing Program Administrative Manager (DTPAM).

7.2. Responsibilities.

7.2.1. A commander requesting a drug screening sweep will coordinate the time and date of the sweep with the 36 ABW/JA and the DRPM. A drug screening sweep will not normally interfere with or preempt other duties assigned to the Demand Reduction Team unless the requesting commander can provide sufficient justification. In the event of a conflict that cannot be resolved, the 36 MDG/CC (as the installation OPR for drug testing) will determine if the request warrants immediate attention and will make the final determination. The date, time, and plans for a drug screening sweep will be held in the strictest of confidence to minimize the possibility of the identified members being alerted and to maximize the deterrent value of the sweep.

7.2.2. The commander or his/her designee will provide a complete unit roster to the DRPM not later than one week before the unit sweep to ensure sufficient time to prepare the needed paperwork. This roster should annotate, to the best of the commander's ability, those individuals who will be on leave or TDY, their estimated dates of return, and identify those members who are no longer assigned to the jurisdiction of the requesting commander. The DRPM will complete the required paperwork. 36 ABW/JA will assist the unit commander with drafting the order for the unit sweep.

7.2.2.1. Under no circumstances may a commander request that a particular individual be selected for testing. A drug screening sweep may not be used solely to ensure that a particular unit member is tested.

7.2.2.2. A commander who suspects a particular individual of abusing drugs should consult with the SJA, Security Forces Squadron Investigations, and/or Air Force Office of Special Investigations for assistance.

7.2.3. The DRPM will ensure that enough observers and program assistants are available for the drug screening sweep. Given the limited number of trained program assistants, a drug screening sweep may be rescheduled in the event that an insufficient number of program assistants will be available.

7.2.3.1. The DRPM may task other units to provide observers for the drug screening sweep. They will make every attempt to ensure that units are tasked in a fair and equitable manner.

7.2.3.2. Unit commanders are directed to comply with requests for drug screening sweep manning made by the DRPM. Conflicts that cannot be resolved by the DRPM will be directed to the 36 MDG/CC for resolution.

7.2.4. The DRPM will ensure that a suitable location is reserved for the drug screening sweep. Given the limited number of suitable locations on base, a drug screening sweep may be rescheduled based on the inability to secure a location.

7.2.5. The Demand Reduction Program will provide all required supplies, to include collection bottles, Order to Provide Specimen letters ([Attachment 5](#)), and ledgers.

7.2.6. 36 ABW/JA will provide legal guidance during the drug screening sweep testing. A legal representative must be on site or on call and available to respond, if necessary, during the procedure.

7.2.7. The Drug Demand Reduction staff will provide drinking water during the unit sweep. If desired, the unit commander will be responsible for providing any other food or refreshments. The unit commander will delegate a cleaning crew from his/her squadron to ensure that the facility is cleaned after the sweep. Under no circumstances will the Drug Demand Reduction staff be responsible for cleaning the facility after a drug sweep.

7.3. Procedures.

7.3.1. On the selected date and time of the sweep, the unit commander or first sergeant will report to the testing location and will initiate a unit recall.

7.3.1.1. The unit commander may choose to utilize the already established unit recall procedures. Unit members will not be told of the nature or purpose of the recall, but will be instructed to report to the testing location prepared for duty.

7.3.1.2. The commander or first sergeant will provide a urinalysis sample as soon as possible after reporting to the testing location.

7.3.2. Upon arrival to the testing facility, anyone owning any two-way communication devices (i.e. cell phones, radios, text messaging devices, etc) must surrender it to the legal officer until they have provided their specimen. This is done to maximize the element of surprise and prevent any unit members who have not been officially recalled from being warned about the screening. Members will then be directed to sign in to the test site and will be issued the order to provide a urine sample. Members will not be allowed to leave the test site for any reason unless a member of the staff or senior leadership of the unit being tested (after the leader has provided a urine sample) escorts them.

7.3.3. The testing will then proceed according to established procedures.

7.3.4. All members selected for testing will provide a sample. Members who are unable to be contacted or who are on leave or TDY will be directed to report to a designated site on their next duty day.

8. **Random Urinalysis Drug Testing at Installation Entry Points (Gates)**

8.1. General information.

8.1.1. Only the Commander, 36th Air Base Wing or designee, can order a random urinalysis drug testing at the installation gates.

8.1.2. The installation commander should only request gate testing for unit health and morale purposes, to maintain good order and discipline, to maximize the deterrent effect of the urinalysis program, or when there is reason to believe there is a drug-related problem within his/her jurisdiction.

8.1.3. Prior to initiating gate testing, the installation commander should consult with 36 ABW/JA.

8.1.4. Gate testing will be randomly applied and will not be announced prior to the event.

8.2. Responsibilities.

8.2.1. The installation commander or designee will, at his/her discretion, select the date, time, duration, and vehicle or member (to include reservists and guard members on active duty status) selection method of all gate testing. Gate testing will normally last two hours, but may be shorter depending on the current drug threat and other factors (i.e. manpower or desired level of impact). Urinalysis drug screening times may also be used in conjunction with other random inspections currently established by the installation commander and Security Forces (e.g. drunk driver checks, random drug searches, or other security inspections).

8.2.2. The installation commander or designee will provide the DRPM and 36 ABW/JA as much notification as possible of his/her decision to conduct a gate sweep, but will not normally notify them any later than two duty days prior to the event. This notification will be made in strict confidence and is necessary in order for the DRPM or DTPAM to arrange sufficient manpower within his/her office for the collection process.

8.2.3. The installation commander or designee is responsible for selecting and providing personnel to man the selected gate in addition to the security force member already posted. Personnel selected for this detail should be officers and/or senior non-commissioned officers (E-7 through E-9) that meet the criteria of observers as outlined in AFI 44-120. These individuals may be selected through current additional duty selection processes. At no time will random entry point urinalysis drug screenings interfere with the duties and responsibilities of posted security forces members.

8.2.4. The DRPM will ensure sufficient observers and staff are available to support entry point urinalysis drug-testing requirements. A minimum of one male and one female observer is required for all urinalysis drug-testing events, and whenever possible, regularly scheduled observers will be utilized. In the event of an off-duty hour collection, the observers and staff may be notified up to two duty days before the event to ensure sufficient time to make any necessary arrangements (i.e. child care or work schedule adjustments). They are directed to maintain strict confidentiality about the event, but may call upon their unit commander or first sergeant for assistance as needed.

8.2.5. Security Forces will ensure a key to the visitor's center is available at all times, either at the Main Gate or at the Law Enforcement (LE) Desk. When a request for the key is made, the LE desk sergeant will ensure that the key is provided immediately (or as soon as possible based on duty requirements), and will ensure that strict confidentiality of the pending gate sweep is maintained in order to maximize the deterrent value.

8.2.6. The Demand Reduction Program staff, including extra-duty assistants, will report all cases of suspected adulteration and refusals to submit the required specimen to the individual's unit commander through 36 ABW/JA. Unit commanders are directed to investigate and take disciplinary action as appropriate.

8.2.7. The Demand Reduction Program will provide all required supplies, to include collection bottles, Order to Provide Specimen letters (Atch 8), and ledgers.

8.2.8. The 36 ABW/JA will provide legal guidance during gate testing. A legal representative must be on site or on call and available to respond, if necessary, during the process.

8.3. Procedures.

8.3.1. The installation commander or designee will determine the date, time, duration, and vehicle/member selection for each gate testing. An installation entry point will not be opened outside

normal operating hours in order to conduct a gate sweep. Examples of acceptable vehicle/member selection include:

8.3.1.1. All military member on active duty status in every car entering the gate during the selected time.

8.3.1.2. All military member on active duty status in every third car will be tested. This option might be employed in the event of gate testing during a particularly busy time to avoid overwhelming the gate and Demand Reduction staff.

8.3.1.3. Subjecting only the driver to testing (when they are on active duty status). This option might be employed when the goal is to test a few individuals when the drug threat is especially low.

8.3.2. It is prohibited to select a vehicle or member for testing based on demographic characteristics (e.g. age, race, gender, marital status, commissioned/non-commissioned) or any other criteria that yields a non-randomized selection basis or discriminates against a particular sub-set of the active duty population.

8.3.3. Personnel selected to serve as the entry point monitor will issue a written order (Atch 8), signed by the installation commander, to each active duty member who meets the previously established random selection criteria. The order will direct each selected person to proceed directly to the collection location to provide a urine specimen.

8.3.3.1. Two copies of the notification order will be issued. The entry point monitor will retain the original, signed order (**Attachment 6**). The second copy will be given to the selected military member (**Attachment 7**). The written order will contain the following information:

- a. Name, grade and social security number of the selected individual
- b. Individual's organization and base
- c. Time and date of notification
- d. Location of collection facility (building number and street address)
- e. Printed name and signature of selected individual

8.3.4. Urine specimens will be collected according to established procedures.

8.3.5. At the end of the specified entry point inspection period, the entry point monitor will report to the collection site and provide the DRPM or DTPAM with the signed copies of the collection orders.

8.3.6. The DRPM or DTPAM will match the signed letters with the specimens collected (or waiting to be collected), cross-referenced by SSAN. Shortfalls and/or discrepancies will be reported to the individual's commander through the SJA for action.

9. Violations: the provisions of this instruction place specific obligations upon individual members of the Armed Forces. Violations of the requirements of this instruction by military personnel may result in disciplinary action under the Uniform Code of Military Justice (UCMJ).

JOSEPH F. MUDD, JR., Colonel, USAF
Commander

Attachment 1

OBSERVER DUTIES LETTER



DEPARTMENT OF THE AIR FORCE

PACIFIC AIR FORCES

MEMORANDUM FOR (RANK, FIRST NAME, LAST NAME)

DATE

FROM: UNIT CC

SUBJECT: Tasking as Urinalysis Observer

1. You have been selected and are hereby ordered to serve as an observer for all random urinalysis testing during the week of _____. This tasking is to be your primary duty during this week and takes priority over all other duties.
2. At this time, we do not know on which, if any, days drug testing will occur during your detailed week. The specific days for testing and the names and numbers of individuals to be tested are determined the morning of the testing. As a result, you may receive minimal advance notice that you are to report as an observer. Once notified that you're needed for observation duty, you must report to the drug testing location NLT 15 minutes before testing is to begin. (The drug testing location may vary-you'll be told that day where you need to be.) Therefore, you must make all necessary arrangements for your detailed week (e.g., child care, transportation) to ensure that you can report within the required time.
3. Attached is a sample drug testing observer's briefing. Although the drug testing personnel will discuss this briefing with you before you actually serve as an observer, you need to read the briefing now to ensure that you can comply with all the requirements. Notify me immediately if you are unable to meet all requirements.
4. Although perhaps unpleasant, your service as a testing observer is critical to the effectiveness of the drug testing program and, ultimately, of the Air Force as a whole. Failure to comply with any of the requirements, including reporting within the allotted time, is a potential violation of a lawful order and punishable under the Uniform Code of Military Justice. You will acknowledge that you have read and understand this order by signing the attached first indorsement.

(For the Commander)

COMMANDER'S SIGNATURE BLOCK

Attachment:

Sample Observer's Briefing

Date/Time Notified: _____

By whom: _____

1st Indorsement, (Rank, First Name, Last Name)

To: UNIT CC

I have read and understood this order and my tasking as a urinalysis observer. I also understand that failure to comply with this order in any way may result in disciplinary action under the UCMJ.

 OBSERVER'S SIGNATURE BLOCK

Attachment 2

DRUG TESTING OBSERVER’S BRIEFING

1. You must be of the same sex as the member being observed and must not be scheduled to provide a sample on the same date in which you are to observe specimen collection (AFI 44-120).
2. You may **not** be an observer if you currently, or within the last year, have had an unfavorable information file or have ever had an Article 15, non-judicial punishment, or court-martial, for a drug offense, false official statement or other dishonesty offenses.
3. You must observe the member receive the empty specimen bottle with specimen label from the testing personnel and you must enter the bathroom with the member. Prior to uncapping the specimen bottle, the member must **rinse his or her hands with water only, no soap**. You will directly observe the flow of urine leaving the body and entering the bottle, ensuring that nothing impedes it. Female members will also be directly observed transferring their urine from a sterile bottle into the specimen bottle and capping it. As an observer, you are required by AFI 44-120 to ensure that the specimen provided is not contaminated or altered, in any way.
4. You will stay with the member until ready to exit the bathroom. Neither the member nor the specimen bottle can be out of your sight at any time. You will observe the member carry the specimen bottle out of the bathroom and hand it to the laboratory-testing monitor. You will observe the laboratory-testing monitor apply the tamper-proof tape to the bottle and observe the member initial and date the specimen bottle label. You will then initial and date the bottle label.
5. You must print and sign your name on the specimen collection log and observe the member check the log for the correct SSAN, batch and bottle numbers and date. You must also observe the member sign the log to verify that the information is correct.
6. You will report all incidents of known or suspected abuse, adulteration, or unusual behavior by the member being tested to testing personnel immediately.

WARNING: If you observe a positive urinalysis, you may appear as a court-martial witness. On the stand you will be expected to testify truthfully under oath that you observed the test subject’s urine specimen *CONTINUOUSLY* from the time it left the member’s body until the specimen bottle was placed, by the member, in the monitor’s custody. It is therefore, important that you follow the same procedure in each and every instance you are called upon to observe a member provide a urine specimen. Failure to comply with the instructions above may result in punitive action against you.

<i>DATE</i>	<i>PRINTED NAME</i>	<i>SSAN</i>	<i>PAYROLL SIGNATURE</i>	<i>INIT.</i>
		- -		
		- -		
		- -		
		- -		
		- -		
		- -		
		- -		

SUBJECT TO THE PRIVACY ACT STATEMENT OF 1974

Attachment 3

36 ABW/CC ORDER TO PROVIDE URINE



DEPARTMENT OF THE AIR FORCE
PACIFIC AIR FORCES

MEMORANDUM FOR _____

(Rank, First Name, Last Name)

FROM: 36 ABW/CC

SUBJECT: Order to Provide a Urine Specimen – Random Testing

1. You have been selected and are hereby ordered to provide a urine specimen for drug-testing purposes. Compliance with this order requires that you:

- a. Report to the Oceanview Conference Center Rear Entrance (at the end of Bonins Blvd across from Rota Drive) within two hours of receiving this notification.
- b. Bring your military ID card with you, and surrender it upon arrival at the testing location. You must remain at the testing location until you have provided your urine specimen. Then your ID card will be returned and you will be given permission to leave.
- c. Be observed urinating directly into the bottle, or other receptacle, provided to you for collecting the urine specimen.
- d. Avoid contaminating the specimen. Fill the bottle or other receptacle provided to you, with a minimum of 30 milliliters of your urine.

2. Failure to comply with this order in any way may result in disciplinary action against you under the Uniform Code of Military Justice (UCMJ). You will acknowledge that you have read this order and understand it by signing below.

JOSEPH F. MUDD, JR., Colonel, USAF
Commander, 36th Air Base Wing

1st Ind, Member
TO: 36 ABW/CC

I have read and understand this order. I understand I must report no later than: _____. I further understand that failure to comply with this order in any way may result in disciplinary action under the UCMJ.

Date/Time Notified _____ Signed _____

Printed Name and Rank _____

2nd Ind, Drug-Testing Personnel
TO: 36 ABW/CC

The above member reported and properly provided a urine sample.

Date/Time Reported _____ DTPAM _____

Attachment 4

POSITIVE NOTICE



DEPARTMENT OF THE AIR FORCE
36TH MEDICAL OPERATIONS SQUADRON (PACAF)
UNIT 14010 (Andersen AFB, Guam)
APO AP 96543-4010

MEMORANDUM FOR MEMBER'S COMMANDER

36 ABW/JA
 AFOSI DET 602/CC
 36 MDOS/SGOMH

FROM: 36 MDOS/SGOHA

SUBJECT: Positive Drug Test Results

1. The urine sample provided by _____, SSAN, on _____ returned POSITIVE for _____.

2. According to our records, this member was tested for the following reason:

_____ Commander Directed _____ Random _____ Probable Cause
 _____ Medical _____ Consent

3. Clinic evaluation and review of medical records indicate:

- a. _____ Legal prescription in member's medical records for the drug indicated.
- b. _____ No current prescription in member's medical record; however, evidence indicates that the member legally obtained the drug.
- c. _____ Unauthorized use of drug detected. Commander should refer member to Lifeskill Support for evaluation.

4. Per AFI 44-120, 4.7.3.3. Medical Review Officer discussed his/her findings with DRPM, prior to DRPM making his or her official notification.

Medical Review Officer

1st Ind 36 MDOS/SGOHA

The following notification were made in compliance with AFI 44-120 and ABWI 44-101:

Unit Commander: date and time notified _____

SJA: date and time notified _____

AFOSI DET 602/CC: date and time notified _____

ADAPT Staff: date and time notified _____

Demand Reduction Program Manager

This letter may contain information covered under the Privacy Act, 5 USC 552(a), Health Insurance Portability and Accountability Act, Public Law 104-191, and DoD Directive 6025.18, DoD Health Information Privacy Regulation. It must be protected in accordance with those provisions.

Attachment 5

UNIT SWEEP ORDER—SAMPLE 3 (SWEEP)



DEPARTMENT OF THE AIR FORCE
HEADQUARTERS, 36TH AIR BASE WING (PACAF)
UNIT 14003, APO AP 96543-4003

Date

MEMORANDUM FOR _____

(Rank, First Name, Last Name)

FROM: 36 ____/CC

SUBJECT: Order to Provide a Urine Specimen

1. As part of a unit inspection pursuant to Military Rule of Evidence 313, I am hereby ordering you to provide a urine specimen for drug-testing purposes. Compliance with this order requires that you:

- a. Remain at the Oceanview Conference Center until you have provided your urine specimen and have been given permission to leave. **You are not allowed to leave the building for any reason, unless escorted by your first sergeant or another escort designated by him, until you have given your urine sample.**
- b. Surrender your military ID card when you provide your urine specimen. **Do not leave the building until your ID card has been returned to you.**
- c. Be observed urinating directly into the bottle or other receptacle provided to you for collecting the urine specimen.
- d. Avoid contaminating the specimen. Fill the bottle or other receptacle provided to you to the minimum level indicated by the drug-testing personnel.
- e. Do not discuss this inspection with anyone in your unit not present today.

2. Failure to obey this order in any way may result in disciplinary action against you under the Uniform Code of Military Justice. You will acknowledge that you have read this order and understand it by signing on the reverse.

_____, _____, USAF
Commander, 36 _____ Squadron

1st Ind, Member

TO: 36 ____/CC

I have read and understand this order. I further understand that failure to comply with this order in any way may result in disciplinary action under the UCMJ.

Signature: _____

Printed name and rank: _____

Date/Time Notified: _____ @ _____ hours

2nd Ind, Drug-Testing Personnel

TO: 36 ____/CC

The above member reported to provide a urine sample at _____ hours on _____.

Signature: _____

Printed name and rank: _____

Attachment 6

MEMORANDUM FOR ENTRY POINT MONITORS



DEPARTMENT OF THE AIR FORCE
HEADQUARTERS, 36TH AIR BASE WING (PACAF)
UNIT 14003, APO AP 96543-4003

MEMORANDUM FOR ENTRY POINT MONITORS

FROM: 36 ABW/CC

SUBJECT: Instruction for Conducting Random Entry Point Urinalysis Screenings on Andersen AFB

1. You have been selected to conduct random selection of military personnel on active duty status entering this installation between the hours of _____ and _____ on _____. The guidance below will assist you in the process.
 - a. You will instruct every _____ vehicle entering the installation to pull to the right side of the road closest to the entry point. (Use existing inspection point if available)
 - b. Request the Military Identification Card of all individuals inside the vehicle.
 - c. Inform the vehicle occupants of the purpose of the delay.
 - d. If the selected vehicle does not contain any military personnel, you will select the next available vehicle entering the installation, in accordance with paragraph a.
 - e. For each military member in the selected vehicle, complete the blank sections of the 36 ABW/CC order letter. There are two copies of the order. Complete the first copy of the order and have each selected individual sign, date and annotate the time he/she was notified. The second copy of the letter does not have to be completed.
 - f. You will retain the signed copy.
 - g. Issue the second copy of the 36 ABW/CC order to the selected member and instruct him or her to proceed to the designated collection site to provide the required specimen. Provide directions to the collection site as necessary.
2. At the completion of your duties you will report to the Demand Reduction Program Manager (DRPM) or his/her representative with the signed copies of each order letter. These letters will be compared to the name and SSAN of the samples collected. The DRPM will immediately report any discrepancies to 36 ABW/JA. You may be required to provide a written statement concerning any discrepancies for use in UCMJ or other administrative action. You will need to remain at the testing sight until released by the DRPM or his/her representative.
3. Questions concerning procedures should be directed to the on-site or on-call Judge Advocate who can be reached through the Security Forces Desk.

JOSEPH F. MUDD, JR., Colonel, USAF
Commander

Attachment 7

GATE SWEEP ORDER (PART 2)



DEPARTMENT OF THE AIR FORCE
HEADQUARTERS, 36TH AIR BASE WING (PACAF)
UNIT 14003, APO AP 96543-4003

MEMORANDUM FOR MILITARY MEMBER (ACTIVE DUTY STATUS) LISTED BELOW

FROM: 36 ABW/CC

SUBJECT: Random Drug Urinalysis Selection and Screening

- 1. You have been randomly selected for urinalysis drug testing under the provisions of the Air Force Drug Abuse Testing Program. You are ordered to report to _____ within _____ upon receipt of this order. Failure to report for urinalysis drug testing is punishable under the UCMJ.
2. Please refer to the map on the reverse side of this letter for the location of the testing site.

JOSEPH F. MUDD, JR., Colonel, USAF
Commander, 36th Air Base Wing

1st IND:

(NAME) (GRADE) (SSN) (UNIT & BASE)

I acknowledge receipt and understanding of this order to report for random urinalysis drug testing under the provisions of the Air Force Drug Abuse Testing Program. I understand that I must report immediately upon receipt of this order and I may be subject to disciplinary action under the UCMJ if I fail to do so.

Date: _____ Time: _____

PRINTED NAME

SIGNATURE

This letter may contain information covered under the Privacy Act, 5 USC 552(a), Health Insurance Portability and Accountability Act, Public Law 104-191, and DoD Directive 6025.18, DoD Health Information Privacy Regulation. It must be protected in accordance with those provisions.